

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( X ) NEW POSITION ( ) EXISTING POSITION

## PART I - Position Description

1. Agency Name SRS	9. Position Number K0058514	10. Budget Program Number 27112
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Public Service Executive I	
3. Division Integrated Service Delivery	12. Proposed Class Title	
4. Section Children and Family Services	13. Allocation	
5. Unit Alternative Response Unit	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee	15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM	17. Position Reviews Date: By:	

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position provides program planning, implementation, training and coordination of service delivery for Alternative Response Services.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position. The current position is vacant and is being used to fill the need required by legislative approval to fill additional position committed to the agency's Alternative Response prevention program. The classification requested will allow the agency to fill a position that will coordinate and oversee the day to day operations of the program throughout the state.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Teresa McQuin

Title: Deputy Director, CFS

Position Number: K0000217201

Who evaluates the work of an incumbent in this position.

Name: Teresa McQuin

Title: Deputy Director, CFS

Position Number: K0000217201

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The employee is expected to exercise seasoned judgment and be able to make independent decisions on critical and complex issues. General and explicit directions will be given verbally or in writing. Due to the nature of the work, instructions may be brief in detail requiring the employee to exercise professional expertise and initiative. The employee is expected to work with moderate supervision, is responsible for managing workloads, staff training and coaching, and is responsible for coordinating efforts with other staff members or organizations.

- d) Which statement best describes the result of error in action or decision of this employee.
- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

NO.	%	E or M	
			.This position coordinates program/service implementation for the Alternative Response Service program (ARS), which provides services to children and families.
1.	40%	E	<p><b>Human Resource Management</b></p> <p>Provides leadership, guidance and direction to ARS field staff in matters involving program administration and coordination. Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable. Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations. Effectively uses available tools, including probationary period, to address poor performance. Takes disciplinary action when appropriate and documents consistently. Actively supports the development of knowledge and skills to perform at a high level. Ensures necessary training and resources are used correctly and promptly. Creates and values a learning environment and provides recognition for effort of others when high or improved performance is attained. Promotes awareness of management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication. Fosters teamwork using a disciplined problem-solving and decision-making approach.</p>
2.	30%	E	<p><b>Program Coordination</b></p> <p>Coordinates delivery system issues throughout the state for ARS with other agency managers to ensure achievement of mutual goals, program integrity and effective service delivery. Operationalizes, plans and issues verbal and written directives to staff. Collaborates with other public and private entities, community groups and stakeholders to explain, interpret and discuss the program, rules, regulations, policies and directives. Advises higher level executive of emerging issues affecting the program coordinated by this position. Identifies courses of action and recommends solutions as appropriate.</p>
3.	30%	E	<p><b>Staff Development/Training</b></p> <p>Participates in developing, conducting and coordinating training on subjects relevant to performance of work and attainment of goals within the ARS program. Will conduct research regarding preferred training models and tools, will help define learning objectives and the format for presenting material. Will assist in researching, developing and evaluating written tools for staff support. Will present training to improve knowledge and enhance skills of ARS staff through a variety of methods, including lecture, exercises, case studies, visual aids and on-line. Will coach and mentor ARS staff in transfer of learning tasks and improving practice skills.</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Children and Family Services ARS staff will not receive the training that they need to achieve program goals, Could also result in potential loss of state funds, impede service delivery to customers and put the agency in jeopardy of legal action.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

<b>Class Title</b>	<b>Position/KIPPS Number</b>
Social Work Specialist	K0043585
Social Work Specialist	K0052101
Social Work Specialist	K0055090
Social Work Specialist	K0049802
Social Work Specialist	K0054239
Social Work Specialist	K0048970
Social Work Specialist	K0071738
Social Work Specialist	K0169651
Social Work Specialist	K0070545
Social Work Specialist	K0072350
Social Work Specialist	K0042717
Social Work Specialist	K0047157
Social Work Specialist	K0066163
Social Work Specialist	K0154572
Social Work Specialist	K0162768
Social Work Specialist	K0046314
Social Work Specialist	K0050284
Social Work Specialist	K0053198
Social Work Specialist	K0066415
Social Work Specialist	K0140426

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made with other employees on a daily basis to disseminate policy and program procedures. There may be frequent contact with the public including various community agencies. Public speaking may occasionally be required.

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25. What hazards, risks or discomforts exist on the job or in the work environment? High stress related to responsibility level of the work, short deadlines and responses to the field. Normal hazards related to use of office equipment. In-state travel is required.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Telephone, FAX machine, printer, copier, scanner, personal computer with word processing, spreadsheets and mainframe system software used daily.

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

At least a Bachelor's Degree in Social Work, a current Kansas social Work license in good standing. Also leadership ability, supervisory experience, and experience in program administration.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Ability to exercise good judgment in evaluating situations and making decisions; establish and maintain satisfactory working relationships with administrative officials, other employees, field staff, community partners and the general public. At least one year experience in the Kansas CFS Division.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Minimal

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date